

**CLERK'S OFFICE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20001**

April 14, 1998

Position: Temporary Law Clerk to a Federal Judge
Announcement #98-11

Opening Date: Available - Immediately

Closing Date: OPEN UNTIL FILLED

Salary Range: JSP 11(1) to JSP 14(10)
\$39,270 to \$85,978 per annum

Requirements:

The successful applicant must possess at least one year of legal research and writing experience after graduation from law school, as well as executive administrative experience. Prior experience in a federal or state court is required. Excellent interpersonal skills, strong organizational skills, a positive attitude, and the ability to communicate complex issues in simple terms are essential. Computer-assisted legal research and word processing experience are required. Placement on the payroll at a salary level higher than the first step of the grade, requires certification of current salary from present employer. Placement on the payroll at grade JSP 12 and above, requires Bar membership (state, territorial, or Federal Court of general jurisdiction). One additional year of federal law clerk experience is required for placement at grade JSP 13 and above.

Duties and Responsibilities:

A broad range of duties includes: legal research; preparing bench memorandas; drafting orders and opinions; editing and proofreading orders and opinions; verifying citations; and performing various other duties as assigned.

Legal Work Experience:

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Term of Appointment and Benefits:

This is a temporary appointment with the expectation that the incumbent will remain in this position for at least a year and a day. This entitles the incumbent to benefits (health/life insurance, as well as holidays). The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

How to Apply:

Applicants should forward a letter accompanied by a resume, which should include scholastic records and class standing, activities, employment, salary history, and other experience and references. Writing samples are desired. Applications should be submitted to: U.S. District Court for the District of Columbia, 333 Constitution Avenue, NW, Washington, D.C. 20001 Attn.: Valencia R. Pulley, Human Resources Manager.

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS
AN EQUAL OPPORTUNITY EMPLOYER**